



## KING COUNTY

**HUMAN RESOURCES ANALYST  
DEPARTMENT OF TRANSPORTATION  
ROAD SERVICES DIVISION  
ADMINISTRATION SECTION**

**Hourly Rate Range: \$26.39 - \$33.45 (2006 Rates)**

**Job Announcement: 06MD6121**

**OPEN: 6/5/06      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Melinda Dickie, Road Services Division, 201 S Jackson Street, MS KSC-TR-0313, Seattle, WA 98104.** Application materials received by 4:30 p.m. on June 14 will be evaluated for the first interviews. Any questions regarding this position should be directed to (206) 296-6509. ***PLEASE NOTE:*** Applications not received at the location and by the date and time specified above, may or may not be evaluated for inclusion in the first interviews.

**FORMS AND MATERIALS REQUIRED:** (A) [King County Application](#) (B) Resume and cover letter outlining/describing your ability to perform each of the primary job functions and how you meet or exceed the required knowledge, skills, and abilities; and (C) a minimum of three (3) names and phone numbers of current and most recent supervisors you have had in the past five (5) years.

**SELECTION PROCESS:** The candidate evaluation and selection process will include a preliminary screening of application materials for quality, clarity, and completeness. Those applicants who meet or exceed the required knowledge, skills, and abilities and are determined to possess the most competitive background may be invited to for interviews by one or more panels. Reference checks will be made on the final candidates.

**WORK LOCATION:** 201 S Jackson Street, Seattle. Some travel is required to various work locations in King County, WA including remote locations with limited or no public transportation services.

**WORK SCHEDULE:** This position is non-exempt from the Fair Labor Standards Act and is overtime eligible. The workweek is normally Monday through Friday, 8 hrs/day, 40 hrs/week. ***NOTE:*** Overtime may be required on an occasional basis.

**PRIMARY JOB FUNCTIONS:** This position is one of four HR Generalists providing a wide variety of HR services to three King County divisions in the Department of Transportation (Road Services, King County International Airport and Fleet Administration) comprised of over 700 employees, most of whom are represented in one of 10 collective bargaining agreements.

- Conduct recruitment/selection processes for a wide variety of classifications (including technical, professional, administrative support, trades, and crafts) for full-time, term-limited temporaries, short term temporaries, interns, and contract workers.
- Provide a wide variety of information, advice and consultation to employees, management and the public concerning human resource programs, policies and procedures, and interpretation and application of laws and regulations; research and respond to inquiries; provide technical analysis, consultation and/or assistance in one or more program areas;
- Assist in the day-to-day administration of 10 Collective Bargaining Agreements including investigation of grievances, research and preparation for bargaining, and preparation for administrative hearings and arbitrations.
- Implement a wide range of human resource programs, processes and procedures; assure compliance with laws, rules and regulations.
- Design and utilize databases for tracking HR related data and responding to information requests; prepare statistical reports, graphs, charts and other reports.
- Facilitate meetings between employees to resolve disputes.
- Conduct employment investigations; write investigative reports, and present findings and recommendations to HR Manager.
- Provide training to division staff (e.g., Anti-harassment, sexual harassment, probationary evaluations, employee leave (e.g., FMLA), discipline, etc.)
- Draft policies, procedures, systems as needed. Review and provide input, comments, suggestions on Division and County-wide proposed policies, procedures and guidelines.
- Represent the Division and/or Department at Department/County HR meetings; serve on HR related committees.

### **QUALIFICATIONS:**

- Bachelors Degree in Human Resource Management or Business Management or closely related field, and two years of increasingly responsible professional-level human resource experience with an emphasis on working in a union related environment. Additional years of job relevant experience may be substituted for the academic degree.
- Knowledge of principles, methods, and practical applications of employee recruitment, selection and placement.
- Knowledge of employment test validation methods.
- Knowledge of principles and practices of collective bargaining and contract administration.
- Knowledge of human resources principles, practices, and human resource trends.
- Knowledge of Federal, County, and state anti-discrimination laws.
- Knowledge of ADA as it relates to employment.
- Knowledge of training program development and implementation techniques.
- Knowledge in Microsoft applications to include Word, Excel, and Access.
- Skill in conducting investigations into employee complaints and preparing reports and recommendations.

- Skill in taking initiative to proactively address issues, customer needs, process improvement, etc
- Skill in effective verbal and written communication and formal presentations.
- Skill in knowing when to consult with others.
- Skill in working effectively and cooperatively with employees at all levels in the organization.
- Skill in customer service.
- Skill in gathering and analyzing data and preparing statistical and narrative information.
- Skill in problem-solving and conflict resolution.
- Ability to apply analytical problem-solving skills in resolving complex and multifaceted HR issues to reduce problems and liability.
- Ability to multi-task and manage competing priorities.
- Ability to work independently.
- Ability to have predictable and reliable attendance.

**DESIRED QUALIFICATIONS:** PHR/SPRH (Professional in Human Resources / Senior Professional in Human Resources) certification; experience with PeopleSoft; experience with PowerPoint.

**NECESSARY SPECIAL REQUIREMENT:** Valid Washington State Drivers License

**UNION REPRESENTATION:** This position is not represented.

**CLASS CODE: 8211 SEQ: 0074**